

Quick-Reference Guide Managing Emergencies at Jefferson Lab

**For Director's Command Staff (DCS)
& Key Support Personnel**



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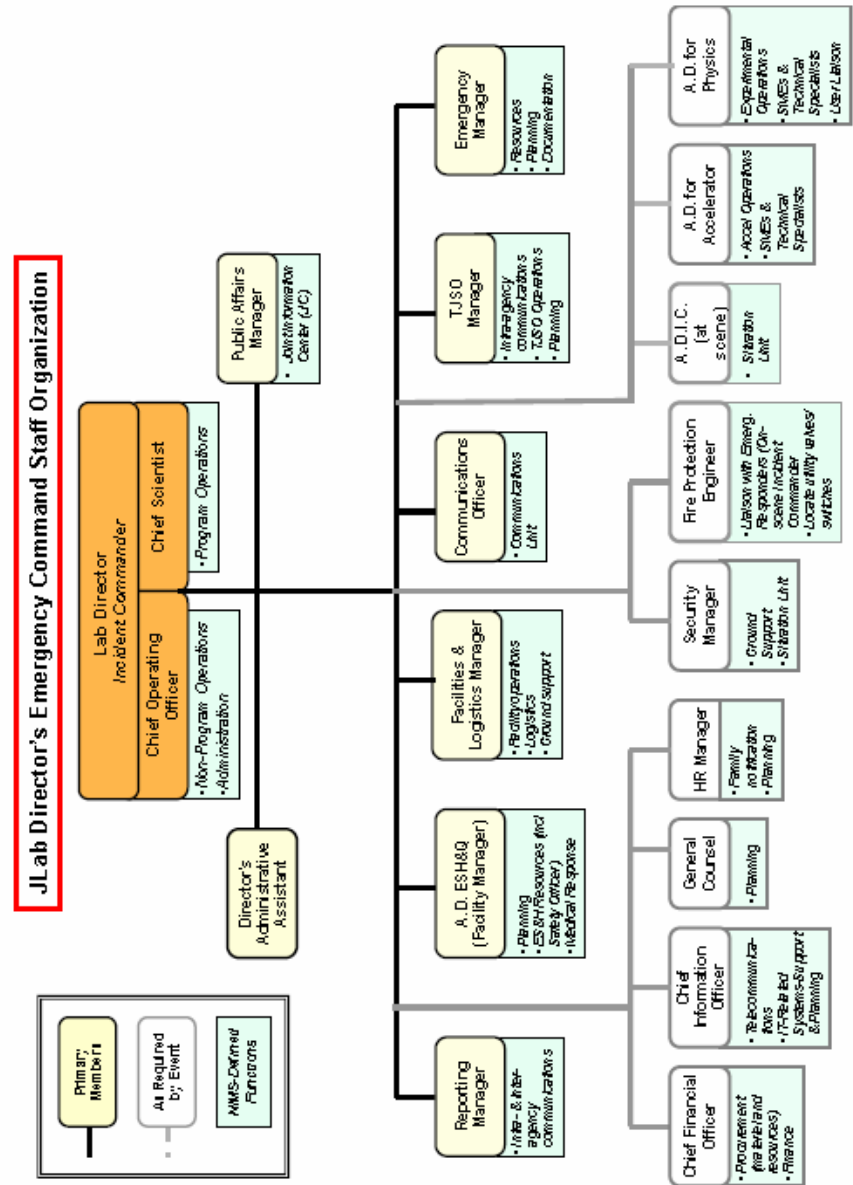
This information is based on Jefferson Lab's ESH&Q Manual, Chapter 3510 "Emergency Management" and its related appendices, and on content found on the JLab Emergency Management website:
<http://www.jlab.org/intralab/emergency/>

Director's Command Staff Contact List

Rev 8/15/2007

Primary Members				
Name	Title	Office Phone	Pager (+, Alphanumeric)	Cell Phone (787 area code except where noted)
Leemann, Christoph	Laboratory Director	7662	X	876-1741
Dallas, Mike	Chief Operating Officer	7638	X	8146078
Thomas, Tony	Chief Scientist	6026	X	817-8998
Turi, Jim	TJSD Manager	6094	888-962-9080	871-6932
Ferguson, Craig	Asso. Dir. ESH&Q Div. & Lab Facility Manager	7447	584-7447+	812-3262
Ficklen, Carter	EH&S Reporting Manager	7007	584-7007+	876-1750
Sprouse, Rusty	Director Facilities Management	7689	584-7689+	X
Kelly, John	Emergency Manager	7631	584-7631+	897-6804
Akers, Walt	Communications Officer	7669	584-7669	846-4810
Golembeski, Dean	Public Affairs Manager	7689	584-7689+	876-1738
Additional Support As Required				
Hutton, Andrew	Asso. Dir. Accelerator	7396	X	876-1770
Cardman, Larry	Asso. Dir. Physics	7032	X	897-6725
Whitney, Roy	Chief Information Officer	7636	X	876-1796
Scarcello, Joe	Chief Financial Officer	7027	X	817-676-3468
Stroop, Pat	Director's Administrative Support	7653	X	342-6069
Burnows, Kite	Security Manager	7548	584-7548+	X
Scales, Rhonda	General Counsel	7384	584-7394+	876-3162
Barbosa, Rhonda	Human Resources Manager	5991	584-5991	310-2764

Notes



For Any Developing Emergency...

Does the Director's Command Staff need to be convened?

The **Facility Manager (AD for ESH&Q)** makes a recommendation to the Lab Director or Chief Operating Officer (COO) whether the DCS should convene.

DCS involvement is advisable if:

1. The emergency is likely to affect Lab operations or mission.
2. More than one division is affected or will be involved in containing, managing, and recovering from the incident.
3. Interactions with external agencies are likely – other than conventional 911 responses.

Time of day, day of week, and the on-site availability of DCS members may be factors in choosing between a physical assembly of the DCS or a conference call between key members.

Principal Functions of the DCS:

1. Coordinate and direct the emergency response from a central location – away from the area of concern, if possible.
2. Communicate with federal, state, local government, and JSA officials.
3. Notify appropriate personnel in unaffected buildings of the emergency.
4. Supervise communications by Human Resources and/or Occupational Medicine with relatives and friends of involved employees.
5. Oversee media communications, facilitate and control media access.
6. Notify appropriate personnel in unaffected buildings of the emergency.
7. Be aware of and address security issues during the event.
8. Ensure preservation-of-evidence procedures are followed.
9. Arrange for photography of emergency site as necessary.
10. Plan and initiate recovery measures.

DOE Emergency Management Issues Special Interest Group (EMI SIG)

<http://orise.ora.gov/emi/default.htm>

Federal Emergency Management Agency (FEMA)

<http://www.fema.gov/index.shtm>

(Use Microsoft I.E. for proper page format.)

National Weather Service – Wakefield Office

<http://www.erh.noaa.gov/akq/>

National Hurricane Center

<http://www.nhc.noaa.gov/>

Commonwealth of Virginia Emergency Operations Plan, HAMPTON ROADS HURRICANE TRAFFIC CONTROL PLAN

<http://www.vaemergency.com/library/plans/hurrplan/12%20-%20Annex%20C%20COVEOP%20HERP%202006.pdf>

Emergency Equipment Boxes

Boxes containing emergency equipment are positioned in four locations on site.

The normal locations and custodians of the boxes are:

- Building 28 (VARC) in the Plant Engineering copy room - Dave Kausch - x7674
- Building 85 (MCC) in the control room – Harry Fanning - x6253<
- Building 90 (EEL) near the west wall in the high bay - Bert Manzlak - x7556
- Building 97 (Counting House) in the Hall C counting room - Bert Manzlak - x7556

Box inventory listed at: <http://www.jlab.org/intralab/emergency/boxinventory.html>

Winter Weather Warning Issued when winter precipitation that could lead to a threat to life or property is expected. A warning is the most serious of the winter weather messages and indicates that action should be taken immediately to get ready for the storm.

Emergency Management Resources

Jefferson Lab Emergency Management Plan

<http://www.jlab.org/ehs/manual/PDF/3510EmergencyManagement.pdf>

Appendices:

- 3510-T1 – *Reserved* –
- 3510-T2 General Emergency Procedures
- 3510-T3 Specific Emergency Response Procedures
- 3510-T4 Severe Weather Procedures
- 3510-T5 Violence Control
- 3510-T6 Miscellaneous Emergency Procedures
- 3510-T7 Documentation and Vital Records
- 3510-T8 Emergency Management Drills and Exercises
- 3510-T9 Emergency Communications
- 3510-R1 Spill/Release Response Procedures
- 3510-R2 Incident Report Form

JLab Emergency Management Website

<http://www.jlab.org/intralab/emergency/>

Facilities Management Weather Page

<http://www.jlab.org/fm/wx/>

JLab Emergency Communications Plan

(Pending posting to 3510-T9 Emergency Communications)

JLab On-Call Lists

<http://opweb/CSUEApps/weboncall/index.php>

Quick Guide for Initial Actions in Building Emergencies

<http://www.jlab.org/intralab/emergency/emergcard.pdf>

Dominion Electric Service-Outage Map

http://www.dom.com/news/outage_map.jsp

Newport News Office of Emergency Management (OEM)

<http://www.nngov.com/emergency-management>

Virginia Department of Emergency Management

<http://www.vdem.state.va.us/>

Options for notifying the Director's Command Staff:

1. Choose which of the two designated DCS command-center locations will be used:

CEBAF Center A-110 or ARC 231-232

Both of these rooms have DCS supplies, reference materials, and the rooms have circuits powered by emergency generators.

2. Alert DCS members:*

a. Deploy the DCS Guard Alert Page list at:

<https://infra.jlab.org/cgi-bin/GuardAlertPage/GuardAlertPage>

Include in the text message the command-center location and time to convene. **or...**

b. Use telephone-contact information found at:

<http://www.jlab.org/intralab/emergency/personnel/commandstaff.pdf>

* Refer to JLab Emergency Communications Plan for additional information.

Director's Command Staff (DCS) Posts (Command Centers)

In each of the two designated areas where the DCS may convene for an emergency, there are pre-positioned resources.

- A cabinet with writing materials, procedures, checklists, contact lists, maps, and equipment such as radios, portable lights, and flashlights.
- Receptacles and lighting in these rooms are powered by the emergency generator for the building.
- A laptop computer with wired and wireless network connectivity.

Designated DCS Command Centers

- CEBAF Center, Room A-110
- ARC Building, Room 231-233

Weather-Related Emergencies

As with other potential hazards at Jefferson Lab, in weather-related emergencies, personal safety takes precedence over other considerations. The Lab has a number of mechanisms and processes to alert everyone on site to predicted severe weather events and to initiate preparations and evacuation as appropriate.

Weather-Related Decision-Making & Actions

Severe Weather Planning & Response Objectives:

1. Keep alert to approaching weather conditions
2. Provide weather data to decision makers in a timely manner
3. Maintain a clear & consistent process for Lab status decision making.
4. Communicate information to staff promptly and clearly

Time of day, day of week, and the on-site availability of DCS members may be factors in choosing between a physical assembly of the DCS or conference call between key members. For example, a winter-weather decision made in the hours prior to normal Lab opening time.

Hurricanes, Tropical Storms

Jefferson Lab's proximity to the Atlantic coast places the Lab in the possible path of a hurricane or near-hurricane (tropical storm).

Hurricanes are arguably the greatest threat (weather-related and other) to Jefferson Lab's structures, contents, and to the people here. Relative to other threats, hurricanes demand the highest investment of time and attention in assuring the site is prepared for an approaching storm, and the people at the Lab are safely evacuated when that is appropriate.

Jefferson Lab's hurricane preparations correlate with the National Weather Service's system for alerting areas that may be affected by an approaching hurricane or tropical storm.

If circumstances so warrant, the Lab Director may declare an increased level of preparedness before the NWS upgrades its forecasted conditions.

The diagram below summarizes JLab's hurricane preparedness by levels and actions at each.

suspended. The Severe Weather Planning Team makes recommendations in this regard to the Facility Manager.

Hurricane Warning Issued when a hurricane with sustained winds of 74 mph or higher is expected in a specified coastal area in 24 hours or less. A hurricane warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continues, even though the winds may have subsided below hurricane intensity.

Hurricane Watch A hurricane watch is issued for a specified coastal area for which a hurricane or a hurricane-related hazard is a possible threat within 36 hours.

Incident Command Post The location at which primary command functions are executed. Usually located with the incident Base.

Incident Command System Key feature of the National Incident Management System (NIMS). A standardized management tool for meeting the demands of small or large emergency or non-emergency situations. Represents "best practices" and has become the standard for emergency management across the country.

Modular Organization: The Incident Command organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.

Risk The exposure to the chance of loss. The combination of the probability that an event will occur and the significance of the consequence (impact) of the event occurring.

Severe weather The NWS defines as severe weather any of the following that can and do pose a threat to life and property: heavy snow, freezing rain, high winds, flash flooding, river flooding, thunderstorms, tornadoes, tropical storms, and hurricanes.

Severe Weather Planning Team A group of employees designated by the Facility Manager to provide advice regarding severe weather preparations, and to assist in disseminating weather-related information throughout the Lab. The names of team members are listed in the Emergency Manager's hurricane preparation check list.

Staging Area Where incident personnel await tactical assignment.

Transfer of Command: The command function must be clearly established from the beginning of an incident. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.

Winter Weather Advisory Issued for winter precipitation that is not expected to produce significant risks to life and/or property, but that could still impact travel or other activities.

Winter Weather Outlook Issued when significant winter precipitation is possible in the next three to five days.

Winter Weather Watch Issued when significant winter precipitation is possible in the next 24 to 48 hours

Definitions

Director's Command Staff (DCS) A group of senior managers and subject-matter-experts that convenes when so recommended by the Facility Manager. This group advises the Director, coordinates, and directs the emergency response from a central location away from the area of concern.

Emergency An event, expected or unexpected, which places life and/or property in danger and requires an immediate response through the use of in-house and community resources.

Emergency Management (EM) Organized analysis, planning, decision-making, and assignment of available resources to mitigate (lessen the effect of or prevent), prepare for, respond to, and recover from the effects of hazards. The goal of emergency management is to save lives, prevent injuries, and protect property and the environment if an emergency occurs.

Essential Functions The Lab's business functions that must continue with no or minimal disruption.

Essential Personnel Those whose duties and responsibilities are essential in carrying out critical operations or who have key knowledge, skills, or access to resources necessary to protect other people and/or Lab property.

The designation of Essential Personnel is made by the respective department director or group leader, and the list should be reviewed at least quarterly to ensure accuracy. Note that Essential designations may be different for different types of emergencies; more than one list may be appropriate.

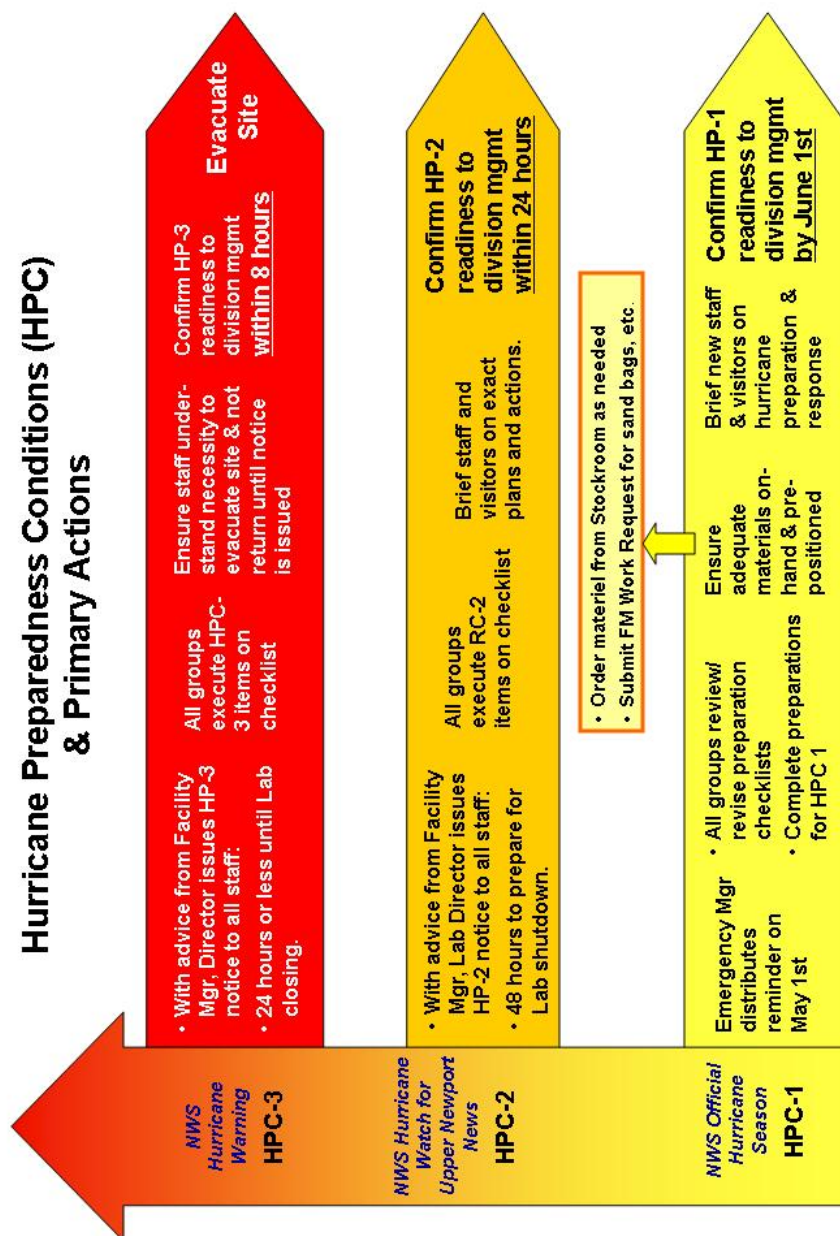
Hazard An event or physical condition that has the potential to cause fatalities, injuries, illness, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss.

Hazardous Material (HAZMAT) Any material, which is explosive, flammable, poisonous, corrosive, reactive, or radioactive (or any combination) and requires special care in handling because of the hazards posed to public health, safety, and/or the environment.

Hurricane Preparation Condition 1 (HPC-1) Each year Jefferson Lab goes to HPC-1 automatically on June 1 and stays in it until November 30. This six-month period is considered hurricane season in the western Atlantic region. Hurricane checklists require a few precautionary measures when HPC-1 is declared, such as reviewing your local inventory of emergency supplies.

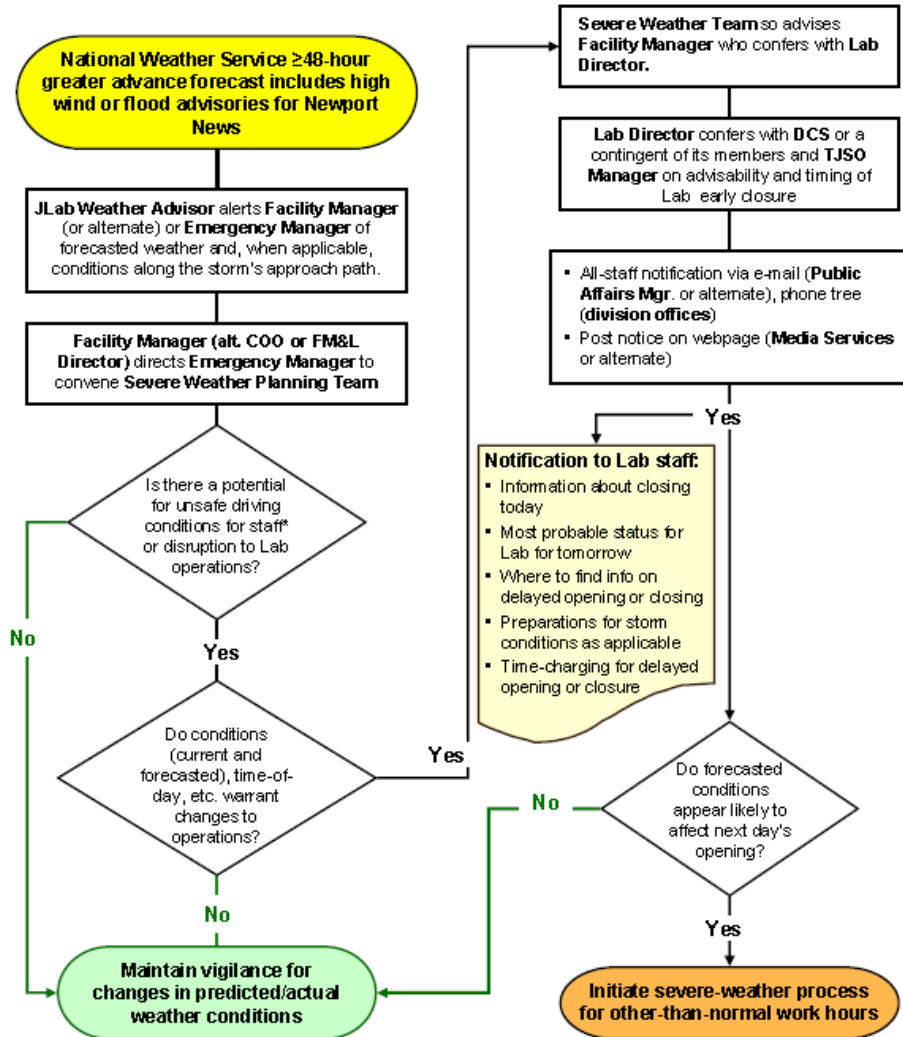
Hurricane Preparation Condition 2 (HPC-2) Preparation condition 2 is declared in anticipation of a tropical storm or hurricane threat to Hampton Roads about 50 hours before winds strong enough to make vehicular traffic dangerous are expected. Checklist items for HPC-2 typically include actions which take considerable time to accomplish e.g., securing loose material stored outdoors.

Hurricane Preparation Condition 3 (HPC-3) Preparation condition 3 is declared 24 hours or more before storm conditions are predicted on site. Preparation checklist owners and other designated staff ensure that all checklist items are completed to achieve HPC-3. During HPC-3, services such as central computing, library, mail delivery, and food preparation will be curtailed or



Hurricane preparation checklists describe in detail a particular department or group's actions at each level of preparedness. These are found at: <http://www.jlab.org/intralab/emergency/weather/index.html>

JLab Severe Weather Decision-Making Process
Hurricane/Tropical Storm & "Nor'easter"-Type Storms
 (Decisions during normal business hours)



*Factor in local conditions within 20-mile radius of JLab.

	News: Police, Fire, Emer Med	(Non-emerg number)	247-2500	
State	Virginia Department of Emergency Management http://www.vaemergency.com/		1-800-468-8892 (804) 674-2400	EM
Federal	DOE Emergency Operations Center (Oak Ridge)		865-576-1005	DOE Site Office (DSO) decision
	Federal Bureau of Investigation (FBI)		Hampton 727-7933 Norfolk 455-0100	Joint: FM/DSO DSO decision
	U.S. EPA National Response Center		1-800-424-8802	Joint: EH&S Rptg/DSO

Threats & Risk

Planning for emergencies should match effort and resources proportionally to the degree of risk among the potential emergencies and their risk to the facility. Potential threats to Jefferson Lab are influenced greatly by factors such as the Lab's geographical location, our on-site operations, community emergency-response capability, potential hazards from off-site events, and the features of the Lab's facilities themselves.

The table below provides a ranking of the relative risks of plausible emergencies at Jefferson Lab. Risks are assessed in accordance with JLab's standard methods and, as such, are a product of the severity and likelihood of the event. (Refer to Chapter 3210, Hazard Identification and Characterization for details on risk determination.)

Type of Emergency	Threat to People	Threat to Property	Threat to Operations	Threat Risk
Hurricane	2	4	4	3.3
Tornado	4	4	2	3.3
Ice & Snow	4	1	2	2.3
Site Utility Interruption	1	2	3	2
Hostile or Internationally Destructive Actions	2	2	2	2
Fire	1	3	2	2
Work-related Injury or Illness	2	1	2	1.7
Workplace Violence	3	1	1	1.7
Off-Site Emergency	2	1	2	1.7
Non-Work-Related Illness or Injury	3	≤1	≤1	≤1.7

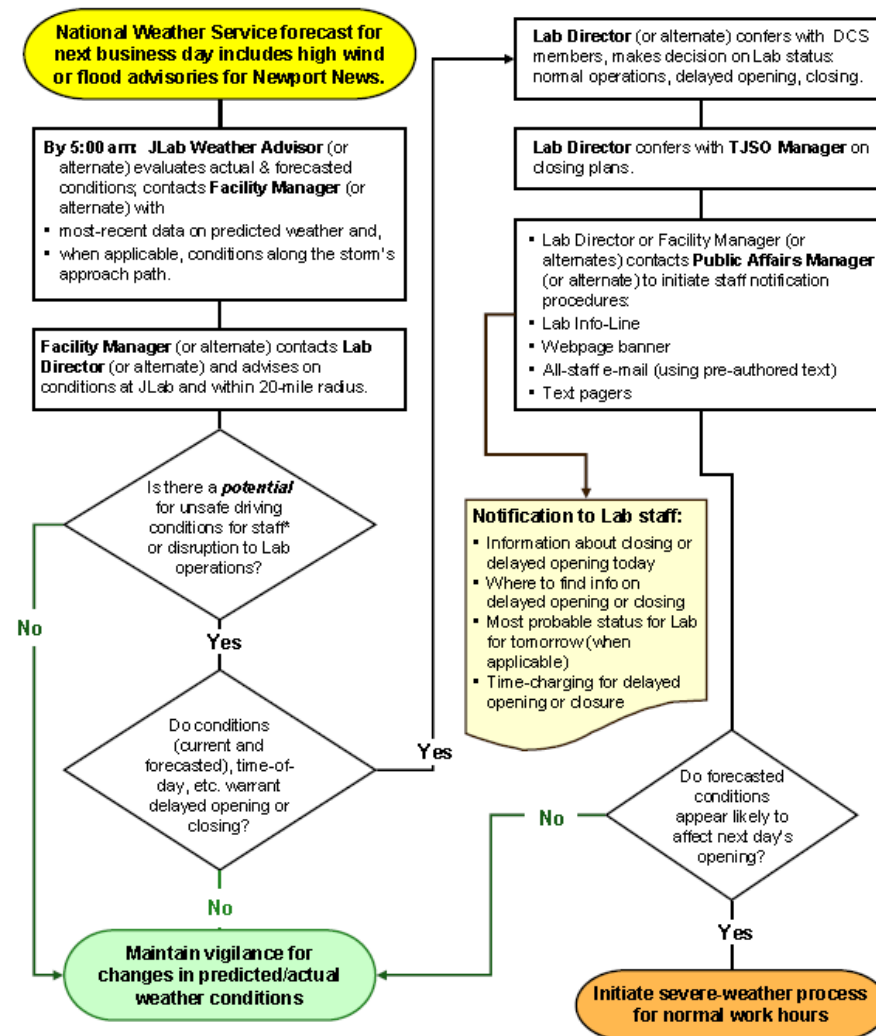
C. Leemann	876-1741
Lab Director	898-5216
M. Dallas	814-6078
T. Thomas	817-8998
J. Turi	871-6932
C. Ferguson	812-3262
C. Ficklen	876-1750
R. Sprouse - Pager	584-7589
J. Kelly, EM Mgr	897-6804
W. Akers	846-4810
D. Golembeski, PR	876-1738
Additional Support	
A. Hutton	876-1770
L. Cardman	897-5725
R. Whitney	876-1796
J. Scarcello	344-5136
P. Stroop	342-5059
K. Burrows - Pager	584-7548
R. Scales	876-3162
R. Barbosa - Pager	584-5991

<i>Fire, Medical, Police</i>	<i>911</i>
<i>Guard Shack/Security</i>	<i>269-5822</i>
<i>Medical Services</i>	<i>269-7539</i>
<i>Chemical Assistance</i>	<i>876-8708</i>
<i>Crew Chief</i>	<i>630-7050</i>
<i>Facilities Management</i>	<i>269-7400</i>
<i>EH&S Reporting Mgr</i>	<i>876-1750</i>
<i>RadCon</i>	<i>876-1743</i>
<i>Facility Manager</i>	<i>812-3262</i>

OTHER CONTACTS

	Name	Title	Phone	Who Makes Contact
City of N. News	Joe S. Frank	Mayor of Newport News	926-8403	JLab Director
	Edgar E. Maroney	Newport News City Manager	926-8411	JLab Director
	Jack Williamson	Emergency Management	269-2900	Facility Manager (F-Mgr)
	Kenneth L. Jones	Newport News Fire Chief	926-8414	F-Mgr
	David Barrick	Newport News EMS Chief	926-8406	F-Mgr
Elected Officials	Jo Ann Davis	U.S. House of Representatives Chief of Staff Office	202-225-4382	Director's Office Admin Assistant
	Robert C. Scott	U.S. House of Representatives (Congressman)	380-1000	Director's Office Admin Assistant
	Timothy M. Kaine	Governor of Virginia	1-804-786-2211	Director's Office Admin Assistant
Local	Riverside Regional Medical Center		594-2000	Emergency Manager (EM)
	Mary Immaculate Hospital		886-6000	EM
	City of Newport	Communication and Emergency Services	911	EM

JLab Severe Weather Decision-Making Process and Contacts Hurricane/Tropical Storm & "Nor'easter-Type Storms" (Decisions outside of normal business hours)



*Factor in local conditions within 20-mile radius of JLab.

Recovery after a Hurricane

Recovery from a damaging hurricane or other major storm typically includes damage assessment, clean up, planning, and rebuilding phases. Assessment of new safety hazards and protection of property are important first measures. The Lab will remain closed after storm damage until Facilities Management has determined the site is safe for occupancy and operations.

Some services and operations at the Lab are required for others to be safe and productive: utilities, building temperature control, computer networking, telecommunications, etc. The groups that provide these functions likely have designated essential personnel who are called to restore services before the remaining Lab staff return to work.

Jefferson Lab has guidance documents and checklists for recovering from hurricanes and other disasters which cause extensive property damage. This information is available on the web at:

<http://www.jlab.org/intralab/emergency/disaster/>

Winter Weather (Snow, Ice)

Severe snow and ice storms are infrequent in Newport News, but on average there are several frozen-precipitation events every winter, and one or more episodes of unusually cold temperatures. The hazards associated with snow, ice, and extremely cold weather include:

- Vehicular accidents, on site and commuting to and from the Lab
- Slips and falls
- Freezing and bursting of water pipes in exposed or poorly heated areas

Transportation safety for employees – on and off-site – is the primary consideration when evaluating winter weather and its impact on the Lab.

Snow and ice removal plan is found at:

http://www.jlab.org/fm/snow_removal.pdf

Related drawings are at:

http://www.jlab.org/fm/snow_removal_2002_sheet_1.pdf

http://www.jlab.org/fm/snow_removal_2002_sheet_2.pdf

Emergency Contact Information

DEPARTMENT OF ENERGY CONTACTS

Samuel Bodman, Secretary of Energy	202-586-6210
Office of Science	202-586-5430
Emergency Operations Center (Wash. D.C.)	202-586-8100
Office of High Energy & Nuclear Physics (SC 20)	301-903-6474
Division of Nuclear Physics (SC 23)	301-903-3613
Office of Science - ES&H Technical Support	301-903-6800
Manager of Oak Ridge Operations Office	423-576-4444
Oak Ridge Emergency Operations Center	423-576-1005
Jim Turi, Thomas Jefferson Site Office Manager	
Cellular	757-871-6932
Office	757-269-7142

DOE OFFICE OF EMERGENCY MANAGEMENT OVERSIGHT

EMERGENCY MANAGEMENT POINTS OF CONTACT:

<M:\emergency-mgmt\External Contacts\EM POCs-2007.xls>

CONFERENCE-CALL COMMUNICATIONS

JLab subscribes to a telephone conference call service that is available for DCS members when some or all members are off site (e.g. during Lab closings). Wallet-size instruction cards are available by calling ESH&Q Division office: 269-7531.

CONFERENCE CALL SYSTEM:

Participants alerted in advance by text page or phone.

Access number: **1-800-377-8846**

Leader's initiation number: **717899#**

Participants' log-in number: **904683#**

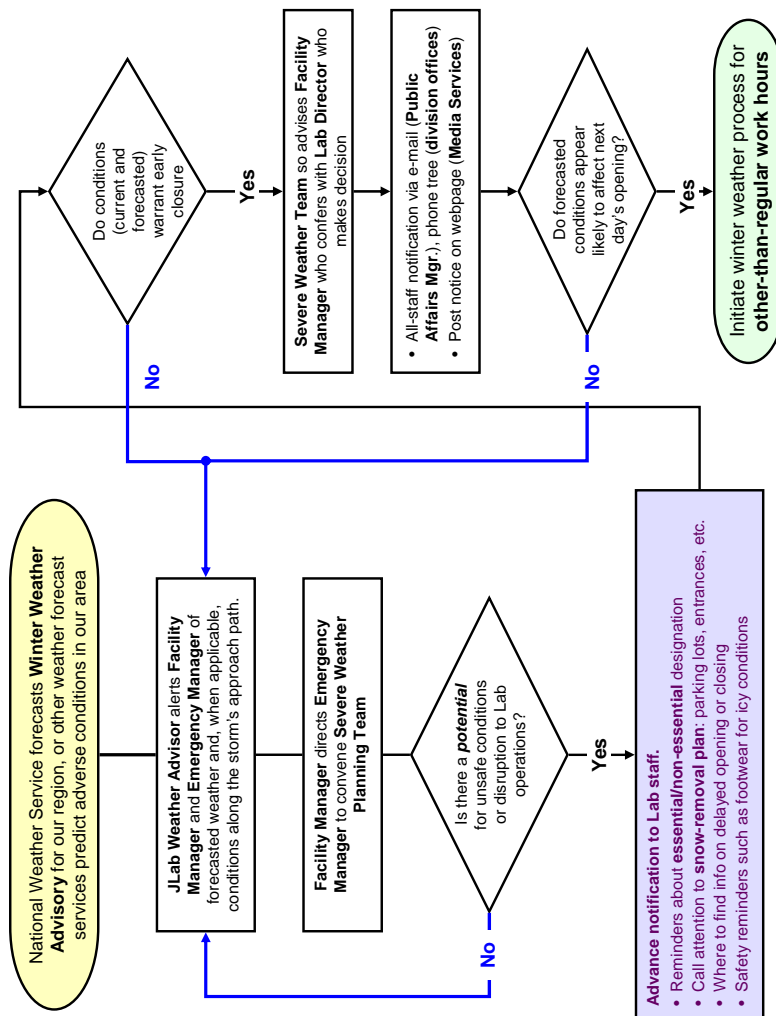
For assistance - Customer Service: 1-877-709-8255

20 people maximum

Evaluate Effects of the Emergency on Lab Operations & Implement Mitigation and Business Continuity Measures

Action		
1.	<input type="checkbox"/>	Establish communications with JLab personnel on scene
2.	<input type="checkbox"/>	Obtain initial situation assessment.
3.	<input type="checkbox"/>	Discuss safety issues.
4.	<input type="checkbox"/>	Ensure welfare and safety of incident personnel.
5.	<input type="checkbox"/>	Briefing on situation/resource status from on-scene observer (e.g. ADIC).
6.	<input type="checkbox"/>	Consider communications, medical, transportation needs and plans.
7.	<input type="checkbox"/>	Establish preliminary strategy for incident management.
8.	<input type="checkbox"/>	Specify objectives for JLab support actions.
9.	<input type="checkbox"/>	Specify resources needed for incident support.
10.	<input type="checkbox"/>	Specify facilities and reporting locations.
11.	<input type="checkbox"/>	Review the current situation status and initial incident strategy.
12.	<input type="checkbox"/>	Determine need for or status of operational emergency declaration and delegation of authority if required.
13.	<input type="checkbox"/>	Discuss interagency liaison issues.
14.	<input type="checkbox"/>	Discuss public information issues.
15.	<input type="checkbox"/>	Verify effective Command and Field Operations coordination.
16.	<input type="checkbox"/>	Periodically check progress on assigned tasks.
17.	<input type="checkbox"/>	Confirm that Liaison Officer is making periodic contact with participating agencies.
18.	<input type="checkbox"/>	Keep DOE representative informed on incident-related problems and progress.
19.	<input type="checkbox"/>	Work with DOE representatives to report state of emergency according to agency protocol.
20.	<input type="checkbox"/>	Discuss near-term impact on Lab operations
21.	<input type="checkbox"/>	Determine what, if any, modifications are needed to operations: Site evacuation; changes to normal work hours; alternative work locations; work from home; temporary utilities; subcontracted services; leased equipment, etc.

JLab Severe Weather Preparation Process and Contacts – *Winter Weather during normal business hours.*



Primary Functions of Associate Director in Charge (ADIC):

The ADIC is the Associate Director or Deputy Associate Director, responsible in whole or in part for the specific facility in which the emergency has occurred — the AD of the “landlord division.” The backup person is a senior employee selected by the ADIC.

1. Assess the magnitude of the emergency by first visiting the scene.
2. Determine necessity to initiate employee alert/evacuation/recall.
3. Notify on-site and off-site emergency groups as required by the situation.
4. Determines status of occupants by communicating with building manager, emergency coordinator, or safety warden
 - known not to be at the Lab
 - known to be at Lab, but not accounted for
 - accounted for
5. Provide assistance off-site if required and guidance to emergency groups during emergency action.
6. Establishes and maintains contact with DCS.
7. Reports status of the emergency situation by the most secure communication means available.
8. Requests additional resources as required.

Note: The ADIC is supported at the scene by JLab security {or communications} staff equipped with two-way radios and/or cell phones.

Provide Support as Needed to Responders at Incident Scene

Examples:

Equipment

Radios, cell phones
 Building/room keys
 Lockout application or removal
 Traffic barriers
 Barricade rope or tape
 Material handling equipment
 Portable generators; temporary lighting

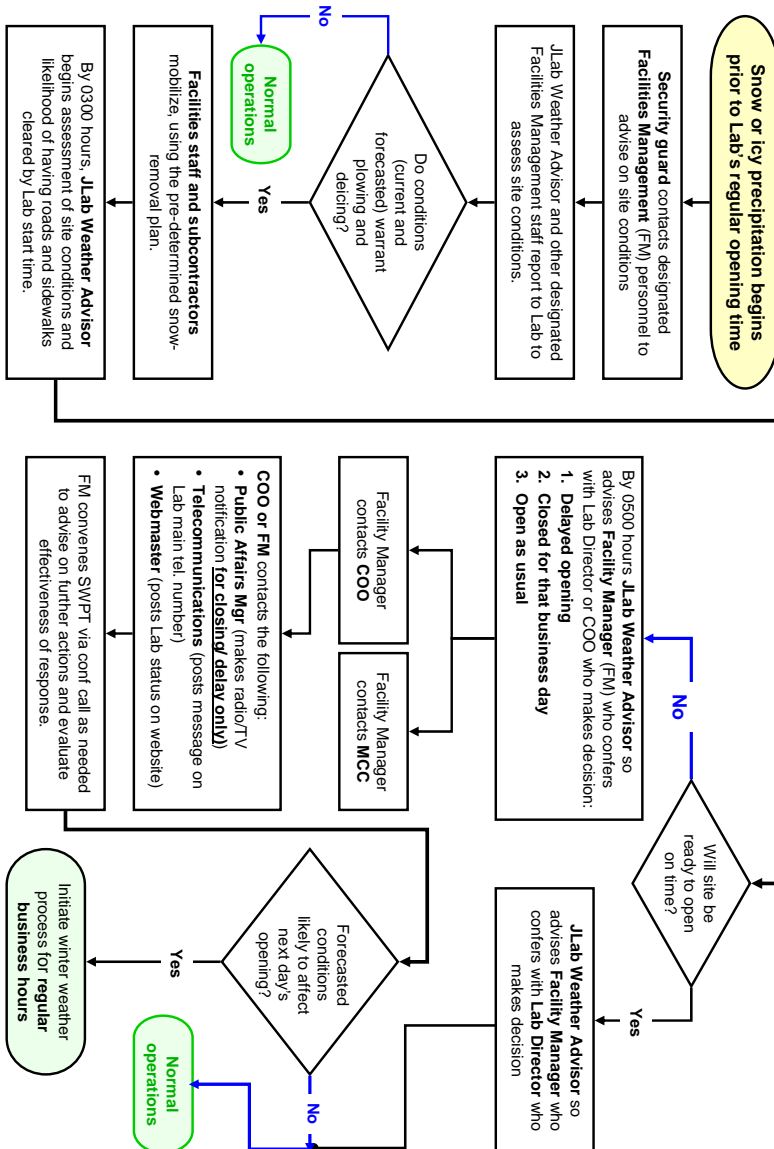
People:

Subject-matter experts
 System or equipment owners
 Runners

Other

Food, drinking water
 Temporary shelter

JLab Severe Weather Preparation Process and Contacts – Winter Weather outside of normal business hours



Initial DCS Communications with JLab Staff at Emergency Scene – Commonly-Asked Questions

1. What is the nature of the emergency?
2. Is the AD in Charge at the scene yet? Who is the ADIC?
3. Are there any injuries?
 - Please delegate someone to telephone the Public Affairs Officer (7553 or phone #.) with any confirmed information about victim's name and the injury.
 - Have Newport News Emergency Services been called?
 - Do you know at what time?
4. Are there any unaccounted-for personnel?
5. Is there any danger to other personnel or JLab property at present? Does there appear to be any environmental damage? Is there any off-site danger?
 - If so, please transmit this information to the Public Affairs Officer **by phone** immediately: **7689 or 876-1738**
6. Do you need any additional JLab resources at the scene at this time?
7. Please get any additional information {concerning unanswered items above} available. We will contact you again in five minutes.

Follow-up Communications to Scene

1. Please give me an update on the situation.
2. Have emergency response services arrived yet? If so, what equipment is on scene?
3. Please phone 7553 (or phone # in C&C) when you know:
4. If victim is to be transported to the hospital...
 - Which hospital?
 - Any updates on nature of injuries.
5. Please request the AD in Charge arrange to preserve any physical evidence.
6. Do you need any additional resources at the scene?
7. Please inform us if any media representatives arrive at the scene.
8. I (you) will make contact again in ____ minutes. *

* There is a natural tendency to make frequent requests for information to the person "on the ground" – in this case the ADIC – to the extent that answering calls (radio or phone) interfere with situation assessment and obtaining the information already requested. To alleviate this problem, it is often useful for the Command Center to make a list of questions to be asked at the next scheduled communication. The ADIC makes note of these at his end, and when feasible, assigns follow-up on specific questions to others at the scene.

Director's Command Staff Checklist

Hurricane Event (Storm Name _____)

Note: This Checklist is used by the Facility Manager or designee to ensure appropriate DCS actions have been taken.

	Action	Date	Time	Initials
Preparation: (Actions prior to HPC-3)	HPC-2 condition recommended to /accepted by Lab director			
	Lab staff notified of HPC-2			
	JSO notified of HPC-2			
	Contact with City of NN EOC established and periodic (269-2912)			
Response: (HPC-3 Actions)	HPC-3 condition recommended/accepted by Lab director			
	DCS activated			
	Lab staff notified of HPC-3, including "safe return" instructions			
	JSO notified of HPC-3			
	JSA Board notified of HPC-3 (Lab Director Action)			
	Arrangements for payroll have been made, if appropriate			
	Residence Facility staff and guests are evacuated			
	Communication plan for next 36 hours including post storm recovery reviewed by DCS including conference call-in schedule, etc.			
	Satellite phones and/or radios issued to key staff as needed. List names/numbers below: _____ _____ _____			
	Site recovery plan reviewed by DCS.			
	Essential personnel list forwarded to City of NN EOC (by e-mail, phone, or fax, etc.)			
Recovery Actions	Security personnel have confirmed no personnel in buildings, road barricades in place, and their own staff have departed site.			
	City of NN has allowed public travel.			
	FI&S Director or designee has made damage assessment report to DCS.			
	Appropriate barricades, safety measures have been put in place.			

	Computer Infrastructure personnel called in to Lab.			
	Computer Center, telecommunications up and running to support Lab staff.			
	DCS recommends Lab reopen and staff return to lab with instructions, as needed.			
	Lab staff notified of reopening and "safe return" instructions.			
	JSO notified of reopening.			
	JSA Board notified of reopen (Lab Director Action)			

Lab Status Information

In addition to e-mails and other communications that can be deployed on-site, Public Affairs posts Lab open/closed/delayed opening information at the following locations:

1. Jefferson Lab home page: www.jlab.org
2. (757) 234-6236 or 269-7100 for recorded information
3. Text page message via the Site-Wide Alert System
4. Local broadcast media:

Local TV:

WTKR-TV (CBS) channel 3
WAVY-TV (NBC) channel 10
WVEC-TV (ABC) channel 13

Radio:

WNIS-AM (790) WTAR-AM (850)
WGH-AM (1310) WCMS-AM (1050)
WKOC-FM (93.7) WROX-FM 96.1
WXMM-FM (100.5) WWSO-FM (92.9)
WXEZ-FM (94.1) WGH-FM (97.3)
WWDE-FM (101.3) WHRV-FM (89.5)

Non-Weather Emergencies

Initial Actions: *Establish Incident Command & Control*

Does the Director's Command Staff need to be convened?

The **Facility Manager (AD for ESH&Q)** makes a recommendation to the Lab Director or Chief Operating Officer (COO) whether the DCS should convene.

DCS involvement is advisable if:

1. The emergency is likely to affect Lab operations or mission.
2. More than one division is affected or will be involved in containing, managing, and recovering from the incident.
3. Interactions with external agencies are likely – other than conventional 911 responses.

Time of day, day of week, and the on-site availability of DCS members may be factors in choosing between a physical assembly of the DCS or conference call between key members.

Are primary DCS members present? Key support members available?

Typically these key DCS members consulted for **any** emergency situation, during or outside of normal business hours:

Lab Director and/or COO	Facility Manager
Facilities & Logistics Director	TJSO Manager

Establish communications and gather information

Establish communications with JLab personnel at the location of the emergency?

Designate phone numbers to be used for information not suitable for radio transmission:

Person or phone locations	Number (C: cellular)
_____	_____
_____	_____
_____	_____